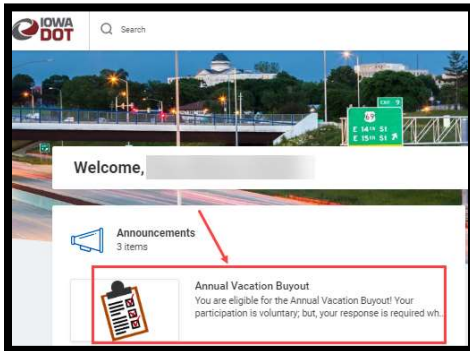
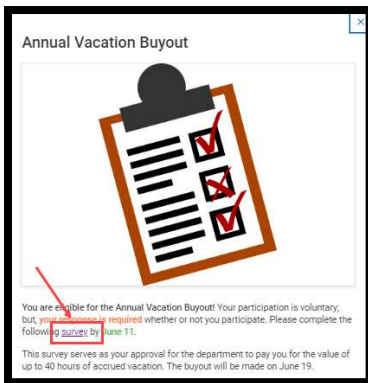


- From the Workday home page, click **Annual Vacation Buyout**



- Read instructions and click the **Survey** link in the Announcement



- Click whether you want to participate in the Vacation Buyout program this year (**Yes** or **No**)

- If **Yes**, type the number of hours you want to buyout (whole number only from 1 – 40)



Note: Your vacation balance will be reduced by the number of hours you request in the Vacation Buyout Agreement.

- Click **OK**

- If **No**, click **OK**

